

United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCS for Prof. Work in the GS-0400, 9/05; PCS for Prof. Work in the GS-0800, 11/08; PCS for Prof. Work in the GS-1300, 12/97					
<b>Official Allocation</b>	<b>b. Title</b>	<b>c. Pay Plan</b>	<b>d. Series</b>	<b>e. Grade</b>	<b>f. CLC</b>
	Environmental Engineer	GS	0819	13	001
<b>4. Supervisor's Recommendation</b>	<b>ENVIRONMENTAL ENGINEER</b>	GS	819	13	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>		<b>6. NAME OF EMPLOYEE</b> (b) (6)			
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 4		g. RCRA PROGRAMS AND MATERIAL MANAGEMENT SECTION			
c. RESOURCE CONSERVATION AND RESTORATION DIVISION		h. Employing Office Location Atlanta, GA			
MATERIALS AND WASTE MANAGEMENT BRANCH		i. Organization Code TGCC0000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. (b) (6)					
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
<input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>	<b>c. Financial Disclosure Form</b>	<b>d. "Identical, Additional" (IA) Allocation</b>	<b>e. FLSA Determination</b>	<b>f. Functional Classification Code</b>	
<input type="checkbox"/> 01 Low <input checked="" type="checkbox"/> 02 Moderate <input type="checkbox"/> 03 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	<input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	42	
<b>g. Bargaining Unit Code</b>	<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>		<b>j. Date</b>
1050	<input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties ( 25% of time ) <input type="checkbox"/> This position is subject to random drug testing ( )		Laura Gorn		10/22/2014
<b>11. REMARKS</b>					
Interdisciplinary, classifiable as Biologist, GS-0401; Environmental Engineer, GS-0819; or Physical Scientist, GS-1301.					

## Senior State Programs Specialist (RCRA)

Interdisciplinary

Life Scientist/Physical Scientist/Environmental Engineer

GS-0401/1301/0819-13

### **POSITION SUMMARY:**

**The primary purpose of this position is:** To serve as a technical expert and consultant by providing advice and technical assistance to States on matters relating to the management and administration of solid and hazardous waste management programs administered by EPA, Region 4. Reviews RCRA Program review applications submitted by States seeking approval for delegated authority to regulate, treat, store, or dispose of solid and/or hazardous waste. Applies environmental engineering concepts, solid waste management practices, and federal regulations implementing the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA) and the Hazardous and Solid Waste Amendments (HSWA), to propose and prepare agency decisions. Monitors and assesses the quality, consistency, and equivalency of State programs and similar decisions issued by organizations administering solid and hazardous waste management programs authorized by EPA. Interprets and explains federal hazardous waste management requirements to citizens; federal, state, and elected officials; owners and operators of waste management facilities regulated by EPA; and generators and transporters of hazardous waste.

The organizational location of this position is the RCRA Programs and Material Management Section, Materials and Waste Management Branch, Resource Conservation and Restoration Division.

As a Senior State Programs Specialist, you will:

- Serve as a technical authority in designing and implementing regional state assistance program, providing expert advice and assistance to state governments on matters relating to devolvement, execution and monitoring of the most complex and politically sensitive environmental protection policies plans and programs.
- As a technical expert, provide policy and procedural guidance to state agencies and work with them to coordinate and submit approval requests to administer and enforce new hazardous waste management statutes and regulations.
- Provide guidance and leadership to lower-graded State Programs Specialists.
- Determines acceptability State program revision applications for maintaining programs that are consistent with and equivalent to the federal hazardous waste management program.
- Coordinate Regional RCRA info and ACS data and reporting system, requirements and activity.
- Develop new procedures, policies, or protocols for evaluating and/or overseeing performance of state, local or tribal programs to ensure proper implementation

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **DUTY 1**

**35%**

**Design and implement regional state assistance program, and provide assistance and guidance to lower-graded State Programs Specialists.** As a technical expert, provide high-level policy and procedural guidance to state agencies, and work with them to coordinate and develop regulations, required for adoption of RCRA Subtitle C program changes and in the development of RCRA State Revision Applications. Interpret, apply, and adapt RCRA guidance, policies and regulations in order to resolve difficult or politically sensitive issues. Write statements of work to support EPA's initiatives for authorizing States to administer and enforce solid and hazardous waste management programs. Evaluate the performance of contractors and ensure quality of deliverables. Review Program Revision Applications and provide comments to the state agencies. Respond to inquiries from regional staff, other regional offices, state agencies, and state and Federal officials about RCRA guidelines. Keep abreast of the latest EPA policies and programs, as well as those of other Federal agencies which may impact RCRA Hazardous Waste Program. Participate in national workgroups to represent the Region's view on EPA policies and programs.

## **DUTY 2**

**35%**

**Organize and lead reviews of the most complex and politically sensitive grant applications, grant work plans, and grant work plan amendments to determine whether work to be performed by grant recipients is eligible for federal funding and consistent with RCRA's objectives.** Assist in the preparation of grant commitments by reviewing state workplans and grant applications and providing comments where the response is not adequate. Evaluate the progress of state agencies toward meeting grant commitments. Review the final grant reports and provide input.

## **DUTY 3**

**20%**

**Coordinate Regional RCRA info and ACS data and reporting system, requirements and activity.** Conducts data retrievals, preparation and analysis of monthly, quarterly, mid-year and end-of-year data reports from RCRA Info which delineate state program grants such as numbers and types of inspections and enforcement actions, and numbers of permits called, issued and denied. Conducts data queries of the Biennial Report System and RCRA Info for Regional and Headquarters managers and staff. Serves as an member on various workgroups within Region 4 and EPA on the RCRA Info system and provides scientific and engineering understanding of the technical aspects of the RCRA Info system.

## **DUTY 4**

**10%**

**Serve as a technical authority in providing expert advice and assistance to state governments on matters relating to devolvement, execution and monitoring of the most complex and politically sensitive environmental protection policies plans and programs.** Assist state agencies to integrate the RCRA regulatory and technical requirements into their Program Review Applications. Provide technical support to non-technical staff in interpreting RCRA requirements. Develop and analyze data and prepare reports relating to the technical, scientific and programmatic responsiveness of RCRA state program review application, grant workplan and post monitoring report and activities. Develop presentations, briefing materials, documents, and visual aids; and represent the Region and Agency. Use scientific or engineering knowledge to promote acceptance of EPA policy and procedures and to implement RCRA State programs. Make presentations to public groups explaining the Federal



programs for hazardous waste controls. Provide authoritative technical advice and support to state, local or tribal agencies regarding technical and/or scientific criteria and methods and implementation of hazardous waste and program requirements. May also perform one or more of the following: Review, assess, and provide comments and instructions to ensure technical documents are legally defensible; prepare technical evaluations and make recommendations for hazardous waste regulations and interpretations; develop state, local or tribal permit issuance strategies and oversee work plan development; track the status of permits in relation to annual commitments; review and evaluate draft national guidance and policy on behalf of the regional office, and provide comments and insights which are generally accepted within the framework of national program requirements; provide expert guidance and authoritative consultation with state, local or tribal program officials, and/or plan, develop, and conduct highly specialized training

### **RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES (KSAs):**

- 1) Expert knowledge of environmental permit regulations and agency policies;
- 2) Expert knowledge of RCRA Regulations and State program requirements and its applications
- 3) Skill in interpreting environmental regulations and policy
- 4) Skill in oral communication;
- 5) Skill in written communication to respond to or evaluate technical documents and permit guidance or policies.

### **FACTOR LEVEL DESCRIPTIONS**

#### **Factor 1: Knowledge Required by the Position**

**Level 1-8 1550 Points**

Expert professional knowledge of physical science/environmental engineering principles and concepts as well as the ability to apply scientific/engineering practices, methods, and techniques to serve as a technical authority. Knowledge enables incumbent to independently design a regional state assistance program and perform technical reviews of state programs. Requires advanced knowledge of the Solid Waste Disposal Act, as amended, and the implementing regulations, including standards for authorizing hazardous waste management programs and familiarity with the procedures for modifying them, reporting requirements, and rulemaking processes sufficient to make decisions for recommendations significantly changing, interpreting, or expanding important agency/national policies and programs (e.g., evaluating regulatory implementation by regions, State and local agencies, and the private section).

The position requires advanced knowledge of management practices and procedures concerning the solid and hazardous waste management funding programs authorized under the Solid Waste Disposal Act and related amendments. The position requires knowledge of the Region's procedures for processing grant applications and for conducting cost reviews of applicants' proposed budgets. The position requires an in-depth understanding of the EPA's grants management requirements in order to ensure that they are consistently incorporated into the review, negotiation, and closeout phases of all assistance agreements. Knowledge is used to solve highly controversial problems that affect the program area and provide significant recommendations for improvement.

The position requires knowledge of the regulatory standards governing financial assistance awarded to State and local governments, colleges and universities, non-profit organizations, and contractors

sufficient to ensure compliance with EPA's grant regulations. The incumbent applies knowledge of the regulatory standards during the review of proposals, grant applications, grant work plans, financial status reports, and invoices.

The position requires application of a high level of skill in interpreting, applying, and adapting guidance, policies and regulations to unique or complex situations in order to resolve difficult or politically sensitive issues.

The position requires knowledge of the regional policy governing financial assistance agreements sufficient to lead a team or sufficient to conduct independently a post-award review of a recipient's performance. The incumbent must be skilled in preparing post-award reports and must be skilled at entering data into the EPA's grants and contracts information database.

The position requires knowledge of the agency's policy on post-award monitoring and the RCRA Division's procedures for conducting programmatic advanced monitoring reviews.

The position requires knowledge of the agency's contracting requirements and procedures sufficient to write statements of work to support EPA's initiatives for authorizing States to administer and enforce solid and hazardous waste management programs. The incumbent serves as a work assignment manager and reviews contractor work plans, contractor progress reports, and invoices. The incumbent evaluates the performance of contractors and ensures that deliverables are of high quality and furnished in a timely manner.

The position requires skills at entering and retrieving award data using automated systems. The position requires proficiency at analyzing data to study trends. The position requires skill in communicating with grant recipients and EPA award officials to alert them to potential problems or unusual delays and to resolve issues related to grants management.

The position requires skillful use of computer hardware and word processing software.

## **Factor 2: Supervisory Controls**

**Level 2-4 450 Points**

Supervisor sets the overall objectives and resources available. The incumbent and supervisor consult on the development of deadlines, projects, and work to be done. Incumbent is responsible for planning and carrying out assignments, resolving most conflicts, coordinating with other scientists, engineers or subject matter specialists, interpreting policy and regulatory requirements, and carrying assignments through to completion. The incumbent keeps the supervisor informed of progress and potentially controversial matters or far-reaching implications. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. The supervisor usually does not review methods used.

## **Factor 3: Guidelines**

**Level 3-4 450 Points**

The employee utilizes a wide range of reference materials (e.g., federal statutes and regulations, guidance manuals, policy statements, agency directives, textbooks, and periodicals) to address questions

raised by: State officials, colleges and universities, and non-profit organizations applying for financial assistance; States applying for authorization to administer and enforce hazardous waste management programs under the provisions of the Resource Conservation and Recovery Act (RCRA), as amended; owners and operators of hazardous waste management facilities seeking interpretive guidance on complying with federal permitting requirements; and citizens or representatives of environmental advocacy groups seeking opportunities to participate in the RCRA decision-making process. The employee applies the materials, as needed, to respond to inquiries. In some cases, such as the introduction of new solid and hazardous waste management initiatives, final guidance or program regulations may not be available. The specialist and practices, or in developing and recommending new or substantially modified methods, criteria or policies.

#### **Factor 4: Complexity**

**Level 4-5 325 Points**

Hazardous waste management authority under the Solid Waste Disposal Act, as amended, is constantly evolving as the EPA adds new wastes to the list of wastes currently managed under the federal waste management program. States administering approved hazardous waste management programs must modify their programs to regulate, at a minimum, the same universe of wastes. Variations in approach to problem-solving dependent upon the environmental and political setting, available resources, impact on human health and the environment, and involvement of State and local organizations. Exercises initiative and sound judgment in order to modify or extend precedents and practices leading to conformance with statutes and regulations.

The work requires the specialist to make many recommendations and decisions. Assignments require the employee to perform the full range of activities supporting State-run hazardous waste management programs. These activities include: planning and organizing conferences and meetings; recommending annual funding awards; negotiating work plan commitments; reviewing applications and legislation; monitoring States' performance; furnishing oral and written instructions/reports; interpreting and explaining federal standards; advising; preparing briefings and presentations; and comparing and evaluating standards. Applicants for financial assistance usually compete for resources requiring a pre-determined level of matching funds.

Assignments typically contain complex features and have high public visibility. Incumbent provides consultative advice to Regional staff and managers, state Officials, etc., in the form of guidelines on implementing particular portions of Superfund and RCRA laws, regulations and policies. Issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation. Assignments involve complex, difficult and/or sensitive problems of data analysis, including technical needs and administrative precedents; assignments also involve technical recommendations and decisions which are often of considerable significance to the states, the public, etc.

Intricate environmental engineering technologies and sophisticated waste disposal facilities are encountered and discussed routinely. Incumbent must be versatile and innovative when applying abstract sciences, engineering concepts and regulatory standards in novel situations.

#### **Factor 5: Scope and Effect**

**Level 5-4 225 Points**

The programs authorized under the Solid Waste Disposal Act, as amended, are essential to protecting human health and the environment from the adverse effects of solid and hazardous waste releases. The purpose of the position is to provide authoritative advice and assistance to individuals in need of technical and/or administrative help during: preparation and review of applications for financial assistance; preparation and review of grant work plans; planning, organization, and implementation of advanced monitoring activities; preparation and review of draft hazardous waste management legislation; and development of program revision applications. The incumbent's advice and instructions to applicants set the stage for adherence to national hazardous waste management strategies, guidelines, and standards and impact the efficacy of work performed by State and federal officials and entrepreneurs.

The purpose of the position is to provide advice to federal and state officials, entrepreneurs, and owners/operators of regulated facilities on specific problems that arise in implementing the waste management program. Involved are technical and administrative issues that must be carefully examined in order to achieve positive results toward reduction of hazardous constituents in groundwater and air through appropriate compliance and permitting actions.

Recommendations made by incumbent have a direct effect on the quality of state programs and implementation of the overall mission of the Agency, i.e., protection of surface waters, groundwater, and the air.

#### **Factor 6/7: Personal Contacts**

**Level 7-c 180 Points**

Personal contacts are with award officials, State program managers, policy-makers representing headquarters, subject-matter specialists assigned to EPA's regional office, federal officials employed with other agencies, local officials, citizens, representatives of environmental advocacy groups, owners and operators of hazardous waste management facilities, consultants, engineers, scientists, physicians, academicians, attorneys, toxicologists, chemists, and lab technicians. This level may also include impromptu contacts with Division/office directors several managerial levels removed from the incumbent.

The position provides expert and authoritative technical and regulatory guidance to state and federal officials on developing and implementing hazardous waste management programs that are equivalent statutorily and administratively with the federal hazardous waste management program administered and enforced by the EPA and guidance and direction to State officials and individuals who are seeking either financial assistance. Also provides expert guidance and assistance to applicants for federal grants, to entrepreneurs, to contractors and vendors, and to citizens on how to prepare grant applications; how to prepare grant work plans; how to comply with grant regulations during and after the close of grant project periods; how to prepare applications for authorization to administer newly-adopted hazardous waste management standards; how to enter data into the agency's grants management database; and how to review State statutes and regulations against federal analogues to assess their equivalence and consistency.

#### **Factor 8: Physical Demands**

**Level 8-1 5 Points**

The work is sedentary in nature, but periodically, minor physically activity is required in order to manage records, to transport laptop computers, and to travel by plane, by motor vehicle, or by mass transit system to various meeting sites. A valid State driver's license is required.

**Factor 9: Work Environment**

**Level 9-1 5 Points**

Work is performed primarily in an office setting, but travel to symposia, conferences, college campuses, and state and federal office buildings in order to meet or to make presentations is occasionally required. Work settings are adequately lighted, heated, and ventilated.

**Grade Point Range: 3155-3600=GS-13**

**Total Points: 3190**

**Position Risk Designation: Moderate**



## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	(b) (6)		This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	ENVIRONMENTAL ENGINEER	✓	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-819-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	RESOURCE CONSERVATION AND RESTORATION DIVISION		
	RCRA PROGRAMS AND MATERIALS MANAGEMENT SECT		
Organization			

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature	(b) (6)		
Personnel Specialist's Signature	Kama Gorm	Date	10/22/2014

### Part 1. Contracts Management Duties

			Monitors management and performance of delivery orders/work assignments after award
<b>Pre-award:</b>			Defines scope of work for work assignments
Plans Procurements			Approves payment requests of ACH drawdowns
Estimates Costs			Manages cost-reimbursement contracts
Obtains funding commitments			Reviews invoices
Prepares procurement requests			Inspects and accepts deliverables
Writes statements of work			Other (list)
Reviews statements of work			
Processes unsolicited proposals			
Responds to pre-award inquiries			
Participates in pre-award conferences			<b>Close-out:</b>
Conducts technical evaluation of proposals			Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests			Reconciles payments with work performance
Other (lists)			Closes-out payments
			Performs cost accounting
<b>Post-award:</b>			Provides assistance to Contracting Officer in settling claims
Prepares delivery orders			Other (list)
Reviews contractor work plans			
Reviews contractor progress reports			
Monitors government-furnished property			<b>Percentage of Time Spent on Contracts Management</b>
Monitors cost, management, and overall technical performance of contract after award		0	%

*Continued*

<b>Part 2. Grants/Cooperative Agreements Duties</b>		<input checked="" type="checkbox"/>	Advises Grants Management Office of potential problems/issues
<b>Pre-application/Application:</b>			Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
<input type="checkbox"/>	Prepares solicitation for proposals		Approves payments requests or ACH drawdowns
<input type="checkbox"/>	Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
<input type="checkbox"/>	Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments
<input type="checkbox"/>	Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient
<input type="checkbox"/>	Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes		contracts/change orders (Superfund only)
<input type="checkbox"/>	with applicant		When necessary, recommends termination of the agreement
<input type="checkbox"/>	Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues
<input type="checkbox"/>	For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	<input checked="" type="checkbox"/>	Conducts periodic reviews to ensure compliance with agreement
<input type="checkbox"/>	Negotiates level of funding		Other (list)
<input type="checkbox"/>	Conducts site visits to evaluate program capability		<b>Close-out:</b>
<input type="checkbox"/>	Serves as resource to Selection Panel	<input checked="" type="checkbox"/>	Certifies deliverables were satisfactory and timely
<input type="checkbox"/>	Informs applicants of funding decisions	<input checked="" type="checkbox"/>	Provides assistance to recipients and Grants Management Office to ensure timely close-out
<input type="checkbox"/>	Other (list)		Reconciles payment with work performed
<b>Award:</b>			Notifies recipient of close-out requirements
<input type="checkbox"/>	Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out
<input type="checkbox"/>	Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations
<input type="checkbox"/>	Reviews/concurs in completed document		Other (list)
<input type="checkbox"/>	Establishes project file		
<input type="checkbox"/>	Other (list)		
<b>Project Management/Administration:</b>			<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>
<input checked="" type="checkbox"/>	Monitors recipient's activities and progress		
<input checked="" type="checkbox"/>	Reviews reports and deliverables and notifies recipient of comments		<input checked="" type="checkbox"/> %
<input checked="" type="checkbox"/>	Provides technical assistance to recipients		
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>			Monitors cost management and overall technical performance
<input type="checkbox"/>	Plans and negotiates work effort		Participates in decisions about project modification/termination
<input type="checkbox"/>	Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
<input type="checkbox"/>	Obtains funding commitments		Inspects and accepts deliverables
<input type="checkbox"/>	Prepares commitment notice		Other (list)
<input type="checkbox"/>	Writes or reviews scope of work		
<input type="checkbox"/>	Responds to pre-agreement inquiries		<b>Close-out:</b>
<input type="checkbox"/>	Participates in pre-agreement conferences		Reviews final report
<input type="checkbox"/>	Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment
<input type="checkbox"/>	Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed
<input type="checkbox"/>	Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
<input type="checkbox"/>	Prepares funding package and obtains necessary concurrences		Certifies deliverables
<input type="checkbox"/>	Other (list)		Resolves close-out issues with Grants Management Office/other agency
<b>Project Management/Administration:</b>			Other (list)
<input type="checkbox"/>	Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>
<input type="checkbox"/>			<input type="checkbox"/> %





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: REGION 4 Type of Action: REASSIGNMENT SF 52 Request No.: RR-14-095

Position Title/Series/Grade: ENVIRONMENTAL ENGINEER

Full Performance Level (FPL) of Position: 13  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- |  |  |
|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate  | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

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Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- |  |   |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information  |
| <input type="checkbox"/> Proprietary information           | <input type="checkbox"/> Personally identifiable information (e.g., address)                                  |
| <input type="checkbox"/> Audits (e.g., financial reviews)  | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)             |
| <input type="checkbox"/> Investigations (e.g., CID)        | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- |   |   |
|---|---|
| Communicates with:  | Communication methods:  |
| <input type="checkbox"/> EPA personnel  | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA   | <input type="checkbox"/> Participates in meetings, conferences, or seminars   |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website   |
|   | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters                           |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No  
Describe: \_\_\_\_\_

(b) (6)

Title

Date